

**MINUTES OF THE MEETING
OF THE
LAFAYETTE PARKING COMMISSION
October 21, 2019
11:00 a.m.**

ATTENDANCE - COMMISSIONERS: Ken McCammon, Andrew Muffett, Cindy Murray, T.J. Thieme
Absent: John Christodoulakis

EX-OFFICIO MEMBERS: John Collier, Assistant Director for Economic Development Department;
Absent: Lieutenant Will Carpenter, Representative from Traffic Commission

STAFF: Jacque Chosnek, Deputy City Attorney; Billy Emerson, Parking Operations; John Withers, Parking Operations; Michelle Conwell, Economic Development

CALL TO ORDER

Andrew Muffett, President, noted that a quorum was present and opened the meeting of the Lafayette Parking Commission at 11:00 a.m.

Approve Meeting Minutes

Ken McCammon moved to approve the July 15, 2019 meeting minutes as submitted. T.J. Thieme seconded the motion. The motion passed unanimously.

New Business

Request to add one 30-Minute Loading Zone Space near 419 N. Third Street. Petitioner – Tricia Hoaks, General Manager, goPuff Delivery. Ken McCammon moved to approve adding one 30-Minute Loading Zone Space near 419 N. Third Street. Cindy Murray seconded. The motion passed unanimously.

Request to install a No Parking Zone on South Street, immediately west of 13th Street. Petitioners – Quentin and Camilla Robinson, residents of 1311 Columbia Street. When headed south on 13th Street to turn east onto South Street, there is a sight line issue with on-coming traffic. City Engineer Jeromy Grenard calculated that 52 feet minimum of clearance (approximately the equivalent of 2½ parking spaces) is required for the proper sight distance. T.J. Thieme moved to install a No Parking Zone on South Street, immediately west of 13th Street for the distance recommended by the City Engineer. Ken McCammon seconded. The motion passed unanimously.

Request to add one Handicapped Parking Space adjacent to 1401 Alabama Street. Petitioner –Jean Lehen, resident at 1401 Alabama Street, Apt. 1. This is a confirmation of a temporary decision to accommodate this handicapped parking request that the Commissioners approved at the July Parking Commission meeting. Cindy Murray moved to confirm the installation of one Handicapped Parking Space adjacent to 1401 Alabama Street. Ken McCammon seconded. The motion passed unanimously.

Request to add one Handicapped Parking Space adjacent to 2038 Monon Avenue. Petitioner –Michael Smith, resident at 2038 Monon Avenue, Apt. 1. The petitioner was unable to attend the meeting so John Collier presented the information on Mr. Smith's behalf. T.J. Thieme moved to add one Handicapped Parking Space adjacent to 2038 Monon Avenue. Ken McCammon seconded. The motion passed unanimously.

Recommendation to Reduce the Time Limit to Appeal a Parking Citation from 30 Days to 14 Days. Petitioner – John Withers, Parking Operations Department. Currently, the appeals window for tickets is 30 days but Parking Operations would like to change this to 14 days because many people wait until the last minute (29th or 30th day) to appeal or pay tickets. Consequently, there is not enough time for staff to investigate before camera footage of the situation is unavailable. Also, it would be in line with current West Lafayette policy. This change will not affect the 30-day window to pay the citation without an increase in cost, it just reduces the time period for the person to request an appeal. This change won't be implemented for another month or two. T.J. Thieme moved to Reduce the Time Limit to Appeal a Parking Citation from 30 Days to 14 Days. Ken McCammon seconded. The motion passed unanimously.

Recommendation for a Temporary Single Day Parking Restriction Application/Process. Petitioner – John Withers, Parking Operations Department. A follow up discussion ensued about a topic that came up at the July 2019 Parking Commission meeting regarding the logistics of processing a Temporary No Parking request. It was confirmed that the Parking Commisison has the authority to develop procedures for implementing Temporary No Parking guidelines through Parking Operations and with consultation with the Lafayette Police Department and Transportation Improvement Department. Consequently, a simplified application and request process was developed for temporary single day parking restriction requests. This document was shared with the Commissioners for their review and approval. Following discussion, Ken McCammon moved to approve the proposed Request for Temporary Single Day Parking Restriction Application/Process as presented. T.J. Thieme seconded. The motion passed unanimously.

Parking Operations Report

Third quarter Parking Operations revenue totals were reviewed. Total revenue has increased 9% over the previous quarter. Parking Operations has written fewer tickets, but payments have increased. Current parking garage numbers were reviewed and compared to last year's second quarter totals. Currently, the garage is at 94% capacity. Mr. Withers reported that on a typical day, approximately 1 to 2 of the 20 to 25 parking citations that are issued each day go unpaid. Consequently, the Parking Operations staff developed a conceptual one-time program that will be shared with the Mayor to incentivize individuals to pay off citations at a significantly reduced rate and that could support some of the local homeless or other social service programs in the process. The concept proposes a reduction in fines by a to-be-determined percentage if paid during a particular month with half of the revenue collected proposed to go to support local social service programs. If approved by the Mayor, the proposal would then be presented to the Commission for its review and approval.. Ken McCammon moved to approve the Parking Operations Report. Cindy Murray seconded. The motion passed unanimously.

Director's Report-No Report

Public Comment & Adjournment

President Muffett asked for comments from the public. There were no comments from the public. There being no further business to come before the Commission, the meeting of the Lafayette Parking Commission was adjourned at 11:18 a.m.

*Respectfully submitted,
Michelle Conwell for the Secretary*

Signed,

Cindy Murray, Secretary, Lafayette Parking Commission